



Commissioner
H. L. Whitman, Jr.

Texas Department of Family and Protective Services

Request for Applications (RFA)
For
DFPS Healthy Outcomes Through Prevention and Early
Support (HOPES I)
RFA No. HHS0003326

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NIGP Class/Item Codes:
952/42- Human Services / Family Planning
952/43- Human Services / Family and Social Services, Including Shopping and Buying
Services
952/59 Human Services / Human Services (Not Otherwise Classified)
952/67 Human Services / Parenting Intervention Services
952/74 Human Services / Referral Services

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ARTICLE 1. EXECUTIVE SUMMARY, DEFINITIONS, AND AUTHORITY

1.1 EXECUTIVE SUMMARY

The State of Texas, by and through the Texas Health and Human Services Commission (HHSC) on behalf of the Texas Department of Family and Protective Services (DFPS) and pursuant to its Healthy Outcomes through Prevention and Early Support (HOPES) Program, seeks proposals to provide evidence-based or promising practice services, or services incorporating evidence-based strategies to strengthen families with children zero (0) to five (5) years of age in certain Texas counties.

This request for applications (RFA or Solicitation) contains standardized requirements that all Applicants must meet to be considered for contracts under this RFA. Failure to comply with these requirements may result in disqualification of the Applicant without further consideration. Each Applicant is solely responsible for the preparation and submission of an application in accordance with instructions contained in this RFA.

To be considered for award, Respondents must execute **Exhibit A, Affirmations and Solicitation Acceptance**, of this Solicitation and provide all other required information and documentation as set forth in this Solicitation.

Information regarding DFPS and the HOPES program is available online and can be accessed at

https://www.dfps.state.tx.us/Prevention_and_Early_Intervention/About_Prevention_and_Early_Intervention/programs.asp

1.2 DEFINITIONS

Refer to **Exhibit B, DFPS Grant Uniform Terms and Conditions**, **Exhibit C, DFPS Supplemental and Special Conditions**, **Exhibit D, Federal Assurances and Certifications** and **Exhibit E, Glossary** for additional definitions. Additionally, as used in this Solicitation, unless the context clearly indicates otherwise, the following terms and conditions have the meanings assigned below:

“Addendum” means a written clarification or revision to this Solicitation issued by DFPS.

“Apparent Awardee” means an organization that has been selected to receive a grant award through response to this RFA but has not yet executed a grant agreement or contract. May also be referred to as **“Apparent Grantee.”**

“Awarded Respondent” means an organization that receives a grant award as a result of this RFA. May also be referred to as **“Grantee,” “Successful Respondent”** or **“Grant Recipient.”**

“DFPS” means the Texas Department of Family and Protective Services its officers, employees or authorized agents.

“ESBD” means the Electronic State Business Daily, the electronic marketplace where State of Texas contract opportunities over \$25,000 are posted. The ESBD may currently be accessed at <http://www.txsmartbuy.com/sp>.

“FTE” means full time employee.

“Health and Human Services Commission” or “HHSC” means the administrative agency established under Chapter 531, Texas Government Code or its designee.

“HUB” means historically underutilized business, as defined by Section 2161.001(2) of the Texas Government Code.

“MOU” means memorandum of understanding, a formal agreement between two or more parties.

“OB/GYN” means a commonly used abbreviation for obstetrics and gynecology, a physician who specializes in both.

“PEI” means the Prevention and Early Intervention Division of DFPS.

“PEIRS” means Prevention and Early Intervention Reporting System. It is a data reporting system that is used by DFPS Contractors and DFPS employees.

“Project Work Plan” means a set of goals and processes that will be implemented to carry out the project to completion.

“Respondent” means the entity responding to this Solicitation. May also be referred to as “Applicant.”

“Solicitation” means this RFA including any exhibits and Addenda.

“State” means the State of Texas and its instrumentalities, including HHSC, DFPS and any other state agency, its officers, employees, or authorized agents.

1.3 AUTHORITY

DFPS is seeking this contract(s) under its authority in Texas Human Resources Code Sections 40.0025 and 40.058.

ARTICLE 2. SCOPE OF WORK/SPECIFICATIONS

2.1 DESCRIPTION OF SERVICES/STATEMENT OF WORK/SPECIFICATIONS

2.1.1 Program Background

PEI contracts with community-based programs and agencies to provide a variety of services that help prevent abuse, neglect, delinquency, and truancy of Texas children. Not all services are available in all Texas communities. Services are free of charge and participation is voluntary. Project HOPES is a community-based program started in 2014 providing child abuse and neglect prevention services that target families with children between zero (0) to five (5) years of age. Contracts were created with

community organizations in targeted counties that provide a home-visiting program, community coalition, as well as services that promote child welfare, early childhood education, and other family services. The project HOPES Program is intended to address child abuse and neglect prevention by focusing on community collaboration in high risk counties and by increasing protective factors of families served, thereby reducing the likelihood of abuse.

2.1.2 HOPES Program Objectives

DFPS seeks to award grants to qualified governmental or nonprofit entities to provide family intervention and prevention services.

Responses must include plans that will increase protective factors for families, support healthy, nurturing, and safe homes for children, and reduce the risk of child abuse, neglect, and other negative outcomes in accordance with specifications contained in this RFA. Respondents will provide evidence-based or promising practice services, or services incorporating evidence-based strategies to strengthen families with children zero (0) to five (5) years of age in select counties.

2.1.3 Service Delivery Area

- A. **Primary Service Counties:** This is a targeted procurement with areas to be served limited to identified primary service counties: Cameron, Gregg, Hidalgo, El Paso, Potter, Webb, Travis, and Ector Counties.
- B. **Contiguous Counties:** A contiguous county is any county whose boundary touches at any point with that of a primary county.
- C. **Expansion Service Counties:** If funds become available, areas to be served will also include expansion counties: Anderson, Bowie, Collin, Grayson, Guadalupe, Hays, Henderson, Hood, Hunt, Kaufman, Lamar, Navarro, Parker, and Smith Counties.
- D. Under this RFA, Respondents may propose **one** of the following **per application**:
 - 1. To serve a primary service county; or
 - 2. To serve a primary service county and contiguous county(ies); or
 - 3. To serve one of the expansion service counties.
- E. Respondents may propose to serve an identified expansion county, Section 2.1.2. These expansion counties are eligible for services under this award should funds become available. If a Respondent would like to serve an expansion county, a separate application must be submitted for each county and will be evaluated according to selection criteria if funds become available.
- F. If a Respondent would like to serve multiple primary service counties that are included in this Solicitation, a separate application must be submitted for each primary service county for which the Respondent wishes to be considered for a contract award.

- G. Identified services must be made available to the entire county; services may not be denied to any family that meets eligibility requirements within the target county provided that capacity and funding allow for service provision.
- H. Refer to **Exhibit F, DFPS Map of HOPES Counties** for a visual reference of eligible counties.

2.1.4 Eligible Applicants

Under this RFA, eligible applicants must be nonprofit organizations as described by Texas Business Organizations Code Chapter 22 or governmental entities.

2.1.5 Program Requirements

The Awarded Respondent agrees to adhere to the following conditions in the provision of services to clients under this contract.

2.1.6 Priority Population Characteristics

- A. All clients must enter into services voluntarily.
- B. Awarded Respondents cannot charge clients fees for participating in a program or for any program participation-related costs.
- C. Awarded Respondent must recruit families that are not already receiving similar services.
- D. Awarded Respondents must serve families demonstrating at least one of the priority population characteristics as documented in the eligibility form:
 - 1. Parenting skills concern;
 - 2. Child behavior concerns;
 - 3. Caregiver and/or child experience developmental delay;
 - 4. Caregiver and/or child experience mental health concerns;
 - 5. Current or past substance use issues or need for treatment;
 - 6. Current or past intimate partner violence;
 - 7. Family dynamics concern;
 - 8. Social isolation of family or caregiver, lack of support;
 - 9. Pregnant or parenting teen;
 - 10. Caregiver has low school attainment;
 - 11. High family or household conflict;
 - 12. High general stress level; or
 - 13. Homelessness of a family.

2.1.7 Family System Requirements

- A. Respondents must develop a family support system consisting of approaches that enhance child and family well-being, increase protective factors, and leverage early childhood coalition efforts.
- B. Respondents must strike a balance between direct service delivery and other family support systems work as determined by the needs assessment.
- C. Respondent must select a minimum of one (1) evidence-based or promising practice program based on the needs identified in the community needs assessment. Respondent must submit documentation of one of the following to verify the program(s) selected:
 - 1. Rated promising or higher in the California Evidence-Based Clearinghouse for Child Welfare, <http://www.cebc4cw.org/>;
 - 2. Rated promising or higher in Blueprints for Healthy Youth Development, <http://www.blueprintsprograms.com>; or
 - 3. Rated promising or higher on the PEI Evidence-Based Program Ranking Tool.
- D. The awarded Respondent must adhere to the following:
 - 1. Implement the chosen evidence-based or promising practice program(s) with fidelity to the program model;
 - 2. Provide reflective supervision at least two (2) times per month for direct service staff/volunteers. Integrate case discussion, ongoing education, and professional development as part of supervision;
 - 3. Maintain caseloads of no more than twenty-five (25) families for each full-time direct service staff; and
 - 4. If the evidence-based programs proposed have more stringent requirements or preferred qualifications, the Awarded Respondent must meet those requirements rather than the minimum requirements cited.
- E. Based on the community needs assessment, which should also cite current related research, the Respondent should propose effective support services for families.
- F. Awarded Respondent will promote child abuse awareness through primary prevention awareness activities. Respondent must ensure that activities are available to the community at large, including all families, regardless of risk. The purpose is to increase knowledge and awareness of child maltreatment and to promote healthy parenting and family functioning. Examples of activities may include media campaigns, educational presentations, participation in community wide events, and public awareness campaigns associated with Child Abuse Prevention Month, and/or other child abuse prevention campaigns.

- G. Based on their community needs assessment, the Respondent may propose other services, assessments, public awareness and education, community infrastructure building, or innovative and collaborative efforts to meet the needs of their community.

2.1.8 Community Partnership

The Respondent should engage in meaningful community partnerships that benefit children and families in the primary service county. These partnerships may enhance service referral networks, resource connections, public education efforts, policy initiatives, etc. To this end, the Respondent must at a minimum provide the following:

- A. At least one (1) letter of support or copy of MOU identifying a healthcare organization or system the Respondent is currently in partnership with or will be in partnership with for the purpose(s) of enhancing service connections, service delivery, early childhood systems, and/or outcomes for children and families in the local community; and
- B. A letter or copy of MOU from other local organization(s) providing PEI-funded services that documents the Respondent's relationship with the organization, the ways in which both organizations will work together, and strategies to avoid duplication of efforts.

2.1.9 Community Coalition

- A. Each awarded Respondent must develop or be a part of a community coalition of social service and community agencies, private entities, and area residents/service participants who share a common goal of supporting family health and well-being and positive early childhood outcomes. It is recommended Respondents join an existing coalition to meet these goals. Examples of partners to involve include other PEI and DFPS contractors/grantees serving the same geographic area, local school representatives, mental health providers, primary care providers such as pediatricians and OB/GYNs, Child Protective Services, law enforcement, domestic violence shelters, child care centers, Community Resource Coordination Group (CRCG) members, early childhood intervention (ECI) providers, Headstart, local municipalities such as cities and counties, local workforce boards, etc.
- B. If a community coalition has not already been meeting, the first meeting shall take place within sixty (60) days of signing a contract resulting from this RFA. The entities involved in the community coalition or coalition subcommittee should meet regularly to advance coalition goals.
- C. Goals of the community coalition must include the following:
 - 1. Encourage collaboration among area agencies to provide a continuum of needed services and to ensure that a range of child and family needs are met.
 - 2. Establish collective goals and set benchmarks for achieving these goals within the community.

3. Identify barriers to advancing child and family health and well-being and identify solutions to address challenges.
- D. If Respondent joins an existing coalition, Respondent must submit a letter of support from that coalition. If Respondent creates a new coalition, Respondent must submit letters of support from proposed coalition members and explain why a new coalition is needed.

2.1.10 Outreach

- A. Respondents must develop an outreach plan to connect to vulnerable families with children ages zero (0) to five (5) that addresses both recruitment and retention strategies. In addition to standard means, outreach to eligible families within the community should involve innovative approaches and recruitment methods.
- B. Respondents should address barriers to engagement and participation. Outreach and retention plans should include consideration of community context, geographic location, etc. Outreach and retention plans should include strategies for engaging prospective clients and effective retention of enrolled families.
- C. Awarded Respondent must document families referred to the Awarded Respondent for services, including the origin of the referral, whether services were provided and/or if subsequent referrals are provided to another social service provider.
- D. Efforts must be made by the Awarded Respondent to ensure that families are not denied or delayed services due to a wait list. The Awarded Respondent must have referral policies and procedures in place that provide alternative service options either through the Awarded Respondent or through other community resources when the Awarded Respondent is at capacity.

2.1.11 Service Authorization and Referral

- A. Intake Process: The intake process must include completion of the PEI registration form, and a pre-service protective factors survey, and any additional client surveys and assessments as required by PEI or the selected model(s). Awarded Respondent must have a process for intake and assessment of families' strengths and needs. This intake process must be documented in each client's case file. Awarded Respondent's intake process must ensure the program is suitable to meet family's needs.
- B. Transition/Case Closure Procedure: Case closure must include collection of a post-service protective factors survey and any additional surveys as required by PEI. When services are completed, the Awarded Respondent must document closure of the case on the client registration form and in PEIRS. Any referrals made for additional services to other local social service providers must be tracked by the Awarded Respondent in their referral tracking tool.
- C. Area Information Center 2-1-1: Awarded Respondents must add their services to the 2-1-1 Area Information Center for the Region in which the contracted HOPES program primary service area is located and must update information provided to the 2-1-1 Area Information Center within thirty (30) days of any

changes in the scopes of their programs. Awarded Respondent information should also be available on the Texas 2-1-1 website.

2.1.12 Minimum Staffing Qualifications

A. Direct Service Staff and/or Volunteers

1. Direct service staff or volunteers who are primarily responsible for delivering the core evidence-based program components must have an associate degree or higher in a health and human services field; a bachelor's degree is preferred and two (2) years of direct service experience in a health and human services field.
2. If the evidence-based programs proposed have more stringent requirements or preferred qualifications, the Awarded Respondent must meet those requirements rather than the minimum requirements cited.

B. Program Director Role and Qualifications

1. The program director role, or equivalent position, will be the primary program contact and will be responsible for program oversight, services, and supervision.
2. Any person holding the program director position or performing program director responsibilities must have at least a bachelor's degree in a relevant field, with relevant work experience, and a minimum of five (5) years of relevant program management and supervisory experience; a master's degree in a relevant field, along with a minimum of three (3) years program management and supervisory experience is preferred.
3. The program director must have experience with performance evaluation, data analysis, reporting, and social service programming.
4. The following responsibilities and activities are required of the program director role and/or must be integrated into other appropriate manager roles where qualifications are met. Clear organizational structure is required, with program director responsibilities clearly accounted for and assigned to qualified FTE(s). The program director will:
 - a. Serve as primary program contact and liaison;
 - b. Provide program oversight, to include managing operations, supporting and monitoring performance related to the project, and planning for improvements where needed;
 - c. Ensure program operations and activities adhere to all applicable policies, procedures, and guidelines with regard to contract, organization, and selected program model(s);
 - d. Ensure program goals are met, especially related to deliverables, targets, and processes;
 - e. Assist in budget planning, ensuring budget is aligned with program goals and operations;

- f. Provide for hiring, training, and supervision of staff working on the project; and
- g. Provide for regular administrative, clinical, and reflective supervision of direct service staff.

2.1.13 Minimum Organizational Qualifications

- A. Respondent's organization must meet the following qualifications:
 - 1. Respondent lead agency must be an agency with at least five (5) years' experience working with vulnerable families or with families with children ages zero (0) to five (5) or overseeing services to this population.
 - 2. Respondent lead agency must have provided services in the primary service area for a minimum of one (1) year directly preceding the submission of Respondent's Application.
 - 3. Respondent must show demonstrated competency working with families (either through Respondent's own expertise and programming or through formal partnerships with local service providers) who have experienced the following:
 - a. Trauma history;
 - b. Substance use issues; or
 - c. Mental health challenges.
- B. Respondent must have at least five (5) years' experience in managing budgets, grants, and contracts for social services.
- C. A Respondent that has monitoring reports from any Texas state agency, or federal funding entity, and/or audits performed on Respondent's organization in the past three (3) years must be able to demonstrate the organization is competent in managing and budgeting for programs and operations.
- D. Respondent must have a financial manager responsible for financial oversight of the Awarded Respondent's organization.
- E. The same minimum organizational qualifications must be met by subcontractors performing services under this award.

2.1.14 Minimum Organizational Training

Respondent's organization must meet the following:

- A. Respondent must submit a training plan for all HOPES staff, including volunteers, subcontractor staff, and anyone else working on the contract that includes both initial and ongoing training. Staff training must include the following competencies:
 - 1. Cultural competency;
 - 2. Mental health first aid training;
 - 3. New employee orientation; and

4. Evidence-based or promising practice program training (when appropriate).
- B. Additional training topics may include, but are not limited to:
1. Breastfeeding;
 2. Case Documentation;
 3. Case Management;
 4. Child Development;
 5. Co-parenting;
 6. Healthy relationships;
 7. Effective collaboration;
 8. Ethics;
 9. Motivational interviewing;
 10. Referrals and service connections;
 11. Safe sleep;
 12. Substance use;
 13. Shaken baby; and
 14. Trauma-informed approaches.
- C. Awarded Respondent must document all required training in the personnel files and attendees must sign to indicate attendance/completion. All training must be noted in the regular program quarterly reports.
- D. The same minimum training requirements must be met by any subcontractors performing services under this award.

2.1.15 PEIRS Database

- A. Respondent must key-enter all service data for all participants served through the HOPES program into the PEIRS database or other data reporting tools using a secure internet connection. Data entered into the PEIRS database or other data reporting include client registration information, service data, and outcomes data (e.g. the pre- and post-service protective factors surveys and the program experience survey). Respondent must ensure that computer equipment used for data entry meets minimum requirements established by DFPS for efficient connection to the PEIRS database (currently Internet Explorer 9 or higher and/or Chrome 47 or higher).
- B. The Respondent must ensure accurate data entry into the PEIRS database or other data reporting tools and must enter all data for a specific month into the system no later than thirty (30) calendar days following the close of the month in which a registration occurred, services were provided, or the file was closed. Respondents are required to enter all data regarding the eligible family, even if a client and/or family does not engage in services and/or cannot be located.

- C. In order to be approved for database access, prior DFPS and criminal background check clearance must be obtained. Any person given permission to enter or view HOPEs Program data must strictly adhere to DFPS rules, regulations, and standards for confidentiality, security and integrity of program data. Requirements are outlined in **Exhibit C, DFPS Grant Supplemental & Special Conditions**.
- D. The Respondent is responsible for entering all data into the PEIRS database or other data reporting tools.

2.1.16 PEIRS Documentation

Respondent will track all services provided in accordance with the Respondent's approved Project Work Plan and Statement of Work using the appropriate PEI documentation forms. Examples of the current forms can be found in **Exhibit G, PEIRS Forms**. PEI will provide new forms as they are changed or updated.

2.1.17 Required Reports

In addition to data entry requirements related to PEIRS documentation, Awarded Respondents are required to submit PEI quarterly reports in order to provide ongoing information regarding implementation efforts, achievements, and challenges. Quarterly reports will be due each quarter on the fifteenth (15th) day of the month following the reporting period for each year of the contract:

Quarter 1 (September, October, November), Due December 15th

Quarter 2 (December, January, February), Due March 15th

Quarter 3 (March, April, May), Due June 15th

Quarter 4 (June, July, August), Due September 15th

2.1.18 Case Records Management

A. Tracking Referrals

1. Awarded Respondent must develop and maintain a tracking system to record families referred to the Awarded Respondent for services, to include:
 - a. Date of referral;
 - b. Origin of the referral;
 - c. Whether family was eligible for services;
 - d. Whether services were initiated; and
 - e. Date services were initiated.
2. Documentation must also include reason if family was ineligible for services or if services were not initiated.

B. Service Documentation

1. Awarded Respondent will track all services provided in accordance with the Awarded Respondent's approved Project Work Plan and using the appropriate

PEI documentation forms. Awarded Respondent must ensure that all service documentation is complete, accurate, maintained in an organized fashion, and made available to DFPS staff upon request.

2. Awarded Respondent must maintain records in a manner which protects the confidentiality of the families being served. Service documentation should include, but is not limited to:
 - a. Case notes to include service type and activity documentation;
 - b. Sign-in sheets, particularly for group activities;
 - c. Initial and ongoing assessment dates, results, and follow-up;
 - d. Service plans;
 - e. Referral records; and
 - f. Incentives and/or basic needs assistance records.
3. All services provided by Awarded Respondent and their subcontractors (if applicable) must have valid documentation that supports verification of participant attendance, such as sign-in sheets and attendance rolls including a signature certifying the validity of the information, individual/group progress notes, materials/hand-outs used, and additional documentation as appropriate to the proposed program.
4. Client files maintained by the Awarded Respondent must include the following PEI-required forms:
 - a. Registration form;
 - b. Eligibility form;
 - c. Required surveys.

2.1.19 DFPS Protective Factors Surveys

- A. Prior to service delivery, the Awarded Respondent must provide a pre-service protective factors survey to primary caregivers. The Awarded Respondent may also provide this survey to any secondary caregivers who are participating in program services. The survey must be provided either shortly before or at the beginning of the first service session. Awarded Respondent must enter the survey data into the PEIRS database within the required data entry timeframe.
- B. The Awarded Respondent must provide a post-service protective factors survey to primary caregivers when the family meets the timeframe for completing the program or on an annual basis from the time that services began. The Awarded Respondent should attempt to have the primary caregiver complete a post survey if they leave the program prior to completion. The Awarded Respondent may also provide this survey to any secondary caregivers who are participating in program services. Awarded Respondent must enter the survey data into the PEIRS database within the required data entry timeframe.
- C. The Awarded Respondent must maintain the original pre-service and post-service Protective Factors Surveys in the client files.

2.1.20 Required Record Keeping

The Respondent must ensure compliance with all record keeping requirements stated in this document. All records must be housed in a central location and made available and accessible to DFPS without limitations.

Table 1 – Required Records	
A. Individual Family Service Case Record	
Purpose	To support and maintain details of services requested by DFPS and provided by the Respondent.
Minimum Requirements	<p>Respondent will track all services provided in accordance with the Respondent's approved Project Work Plan and by using the appropriate PEI documentation forms. Respondent must ensure that all service documentation is complete, accurate, maintained in an organized fashion, and made available to DFPS staff upon request. Respondent must maintain records in a manner which protects the confidentiality of the families being served. The Respondent must maintain individual client records. Records may be maintained electronically; however, Respondent must be able to promptly produce an easily legible hard copy of any records, if requested by DFPS. Family records must be housed or maintained in a central location, although backup copies of records may be maintained in an alternate secure location. Records must contain, but are not limited to:</p> <ul style="list-style-type: none">• Valid documentation authorizing HOPES services for eligible clients;• Documentation notes and dates of all family services and any other family service contacts;• Initial and ongoing assessment tools;• Required protective factors and experience surveys;• Release of information and/or confidentiality agreement;• Family service plans;• Resource and referral documentation;• Documentation/confirmation of basic needs support;• A copy of all required reports.

B. Required Personnel Records	
Purpose	To support and maintain for monitoring purposes evidence of the Respondent's minimum requirements for staff, subcontractors, and volunteers with regards to qualifications.
Minimum Requirements	<p>Individual file for each staff, subcontractor and volunteer must include at a minimum, but is not limited to the following documentation:</p> <ul style="list-style-type: none"> • Documentation clearly establishing that the Respondent's Service Providers meet the minimum qualifications as required; • Background checks requirements; • Business files to support compliance with insurance requirements; and • Completed training.
C. Financial Records	
Purpose	To support and maintain for monitoring purposes evidence of payments (invoices) and adjustments related to services provided by the Respondent and billed to DFPS.
Minimum Requirements	<p>Respondent must create and maintain reliable and accurate records to support all actions related to invoicing, payments and adjustments for services provided to DFPS clients. Records must include at a minimum, but are not limited to the following:</p> <ul style="list-style-type: none"> • Copy of all Invoices submitted by the Respondent; • Form 4116X, State of Texas Purchase Voucher; • Documentation clearly establishing date signed Invoice was submitted; • Monthly Mileage Log, Basic Needs Support Receipts, Monthly Client Activity Log; and • Any other supporting documentation requested by DFPS.

2.1.21 Additional Program Requirements

The awarded Respondent must adhere to the following:

Awarded Respondent is responsible for following all policy updates and clarifications issued by DFPS subsequent to this RFA as provided by DFPS Program staff via email or as agreed upon by both DFPS and Awarded Respondent for the term of any contract between DFPS and Respondent.

2.1.22 Use of Subcontractors

Awarded Respondent may provide or subcontract for the provision of direct client services as described within this RFA. Subcontractors providing services under the contract shall meet the same requirements and level of experience as required of the Respondent. No subcontract under the contract shall relieve the Respondent of the responsibility for ensuring the requested services are provided according to required standards. Respondents planning to subcontract all or a portion of the work to be performed shall identify the proposed subcontractors along with the specific work to be performed.

2.1.23 Eligible Service Population

- A. The eligible client population is comprised of families that include a primary caregiver expecting a child OR who has at least one child age zero (0) to five (5). The primary caregiver is the primary person providing care and supervision of the index child. The index child is the child expected to benefit most from the prevention services. The Awarded Respondent must identify an index child; however, the entire family should benefit from the prevention services provided.
- B. DFPS expects Awarded Respondents to focus on identifying the needs of clients through a comprehensive assessment and determination as to whether services will meet families' needs. Assessments should aid in determining if the selected services are appropriate for the client and are likely to benefit the client.
- C. HOPES has a focus on primary and secondary prevention. While clients with a previous history with Child Protective Services are eligible to be served, outreach efforts should focus on those who have not been recently involved with CPS. DFPS may monitor the number of clients served under an Awarded Respondent's program that have a history or current involvement with CPS. If it is determined by DFPS that the population served falls excessively outside of the primary and secondary prevention focus it will provide technical assistance regarding outreach efforts.

2.1.24 Community Needs Assessment

- A. Respondents must produce a community needs assessment identifying existing community programs and services, assets, and any needed supports for people in the community.
- B. This community needs assessment should be used as the basis for the Respondent's entire Application.
- C. The needs assessment should focus on the prevention of child abuse and neglect and corresponding services for families with children ages zero (0) to five (5).

2.1.25 Project Approach and Plan

- A. Respondents must propose a plan consisting of approaches that enhance child and family well-being, increase protective factors, and leverage early childhood coalition efforts.
- B. The Respondent must plan for a family support system offering a balanced approach between direct service and other systems work based on the community needs assessment.
- C. The table below includes examples of approaches, programs, and tools; the Respondent may consider a selection of these options, but is not limited to these.

Table 2 – Strategies and Program Approaches

Strategies	Approaches	Programs, Tools, Methods
Identify community needs and assets	Validated Community Assessment	<ul style="list-style-type: none"> ▪ Early Development Instrument (EDI)
Identify individual needs and assets	Conduct Validated Child and Family Assessments and Screenings	<ul style="list-style-type: none"> ▪ Adult Adolescent Parenting Inventory (AAPI) ▪ Adverse Childhood Experience (ACE) Questionnaire ▪ Ages and Stages Questionnaires (ASQ) ▪ Denver Developmental Screening Test (DDST) ▪ Edinburgh Post-Natal Depression Scale (EPDS) ▪ Life Skills Progression (LSP) ▪ Parenting Stress Inventory (PSI)
Provide Parent Education	Provide Evidence-Based Home Visiting Programs	<ul style="list-style-type: none"> ▪ Child First ▪ Family Connections ▪ Family Connects ▪ Healthy Families America ▪ Healthy Steps ▪ Home Instruction for Parents of Preschool Youngsters ▪ Nurse-Family Partnership ▪ Parents as Teachers ▪ SafeCare

		<ul style="list-style-type: none"> ▪ Strong Families Strong Forces ▪ Triple P - Positive Parenting Program
Provide Parent Education and Support Social-Emotional Wellbeing	Provide Evidence-Based or Promising Parent Education and Support	<ul style="list-style-type: none"> ▪ Becoming Parents ▪ Centering Pediatrics ▪ Centering Pregnancy ▪ Incredible Years ▪ Mothers and Babies Program ▪ Parent Cafes ▪ Parent Child Interaction Therapy ▪ Supporting Father Involvement ▪ Systematic Training for Effective Parenting ▪ Triple P ▪ Trust-Based Relational Intervention ▪ 24/7 Dad
Support Social-Emotional Health	Conduct Training and Workforce Development	Professional training, certification, and workforce development: <ul style="list-style-type: none"> ▪ Infant and Early Childhood Mental Health Consultation ▪ Positive Emotional Development and Learning Skills (PEDALS) ▪ Trauma-Informed Approaches
Support Mental and Behavioral Health	Provide Other Evidence-Based or Promising Approaches	<ul style="list-style-type: none"> ▪ Mental health support and treatment services ▪ Mothers and Babies Program ▪ Moving Beyond Depression ▪ NEAR at Home ▪ Trauma-Informed CBT ▪ Domestic violence intervention services ▪ Substance use treatment ▪ Behavioral health services

Enhance Family Well-Being	Provide Family and Caregiver Support Services	<ul style="list-style-type: none"> ▪ Advocacy ▪ Basic Needs Support ▪ Case Management Services ▪ Child Care Services ▪ Crisis Intervention ▪ Educational Support ▪ Employment Assistance ▪ Healthcare Screenings ▪ Mental Health Services ▪ Resource/Service Referrals and Connections ▪ Transportation
Increase Community Awareness and Provide Education	Support Public Awareness and Public Education	<p>Campaigns and population-based messaging regarding:</p> <ul style="list-style-type: none"> ▪ Adverse Childhood Experiences and Resilience ▪ Brain Development ▪ Breastfeeding ▪ Early Learning ▪ Kinder Readiness ▪ Parenting Support ▪ Safe Sleep ▪ School Readiness ▪ Social-Emotional Development and Support
Leverage Community Assets and Support	Develop Community Collaboration and Partnerships	<ul style="list-style-type: none"> ▪ Results-Based Accountability ▪ Coordinated Service Referral System ▪ Early childhood and/or parent education workforce development initiatives ▪ Integration of trauma-Informed systems, organizations, policies, and services ▪ Early childhood education partnerships ▪ Mental health and healthcare partnerships and services

		<ul style="list-style-type: none"> ▪ K-12 Partnership ▪ Health equity initiatives ▪ Housing collaborations ▪ Community and organization family-friendly policies, places, and spaces
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2.1.26 Performance Measures

Through the negotiation process, outputs and outcomes related to service and community-change strategies will be identified. Some identified outcomes and outputs will be required by every awarded respondent regardless of community. The awarded respondent may also be expected to select a limited number of community-specific outcomes and output measures based on the specific work, service array, and community challenges identified. Examples of output measures likely to be incorporated into all contracts include, but are not limited to:

ANNUAL GRANTEE OUTPUTS AND OUTCOMES
Output #1: Services are provided to the designated number of families each month.
Output #2: Services are provided to the designated number of families by the end of the fiscal year.
Output #3: Primary caregivers complete both pre- and post-protective factors surveys.
Outcome #1: An average increase in the score for at least one subscale is reported by Primary Participating Caregivers completing the pre- and post-protective factors.
Outcome #2: Children remain safe.

2.1.27 Transition Plan

At the end of the contract term, including any contract renewals, other contract termination or cancellation, the Respondent shall in good faith and in reasonable cooperation with PEI, aid in transition to any new arrangement or provider of services.

2.1.28 Transition/Case Closure Procedure

Case closure must include collection of a post service protective factors survey and program experience survey, if possible. When services are completed, the Respondent must document closure of the case on the client registration form and in the PEIRS database or other data reporting tools. Any referrals made for additional services to other local social service providers must be entered into PEIRS.

2.2 GRANT AWARD AND TERM

2.2.1 Available Funding

- A. The total amount of state funding available annually for the HOPES grant is anticipated to be up to **Eight Million Five Hundred Forty-Four Thousand Three Hundred Eighteen Dollars and Forty Cents (\$8,544,318.40)**. It is the intention of DFPS to make 8-12 awards. DFPS will award only one contract for each primary service county for this procurement. DFPS may not fully fund requests for state funding in order to ensure that funds are available for the broadest possible array of communities and programs.
- B. DFPS reserves the right to award additional grants to Respondents not initially selected if DFPS receives additional funds.
- C. If additional funds become available, proposals to serve identified expansion counties will also be considered. DFPS has requested an additional **TWO MILLION FOUR HUNDRED EIGHTY-EIGHT THOUSAND NINE HUNDRED EIGHT DOLLARS AND FIFTY CENTS (\$2,488,908.50)** to support expansion counties. Contingent upon increased funding, it is the intention of DFPS to make 4-6 additional awards. (See Section 2.1.3 for list of primary service counties and identified expansion counties.)
- D. Grants awarded as a result of this RFA will be on a cost reimbursement basis. Under the cost reimbursement method of funding, grant recipients are required to finance operations with their own working capital with grant payments made by DFPS to reimburse the grant recipients for actual cash disbursements to be supported by adequate documentation.
- E. Upon execution of contracts resulting from this RFA, DFPS may disperse an initial payment of no more than twenty percent (20%) of the initial annual budget.

2.2.2 Grant Term

DFPS anticipates that the initial duration of any contract resulting from this Solicitation shall be for a period of five (5) years starting **September 1, 2019**. Following the base term, DFPS, at its sole option, may extend any resulting contract as necessary for the purpose of completing a new procurement and/or to transition to a new Grantee if necessary, to avoid interruption in DFPS services.

2.2.3 Prohibitions

Grant funds may not be used to support the following services, activities, and costs:

- A. Inherently religious activities such as prayer, worship, religious instruction, or proselytization;
- B. Lobbying;
- C. Any portion of the salary of, or any other compensation for, an elected or appointed government official;
- D. Vehicles or equipment for government agencies that are for general agency use and/or do not have a clear nexus to terrorism prevention, interdiction, and disruption (i.e.,

mobile data terminals, body cameras, in-car video systems, or radar units, etc. for officers assigned to routine patrol);

- E. Weapons, ammunition, tracked armored vehicles, weaponized vehicles or explosives (exceptions may be granted when explosives are used for bomb squad training);
- F. Admission fees or tickets to any amusement park, recreational activity or sporting event;
- G. Promotional gifts;
- H. Food, meals, beverages, or other refreshments, except for eligible per diem associated with grant-related travel or where pre-approved for working events;
- I. Membership dues for individuals;
- J. Any expense or service that is readily available at no cost to the grant project;
- K. Any use of grant funds to replace (supplant) funds that have been budgeted for the same purpose through non-grant sources;
- L. Fundraising;
- M. Statewide projects;
- N. Any other prohibition imposed by federal, state, or local law; and
- O. The acquisition or construction of facilities.

2.3 STANDARDS

Grantees must comply with the requirements applicable to this funding source cited in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200); the Uniform Grant Management Standards (UGMS), and all statutes, requirements, and guidelines applicable to this funding.

Grantees are required to conduct project activities in accordance with federal and state laws prohibiting discrimination. Guidance for adhering to non-discrimination requirements can be found on the Health and Human Services Commission (HHSC) Civil Rights Office website at: <https://hhs.texas.gov/about-hhs/your-rights/civil-rights-office>.

Upon request, a Grantee must provide the HHSC Civil Rights Office with copies of all the Grantee's civil rights policies and procedures. Grantees must notify HHSC's Civil Rights Office of any civil rights complaints received relating to performance under the contract no more than 10 calendar days after receipt of the complaint. Notice must be directed to:

HHSC Civil Rights Office
701 W. 51st Street, Mail Code W206
Austin, TX 78751

Phone Toll Free (888) 388-6332
Phone: (512) 438-4313
TTY Toll Free (877) 432-7232
Fax: (512) 438-5885

A Grantee must ensure that its policies do not have the effect of excluding or limiting the participation of persons in the Grantee's programs, benefits or activities on the basis of national origin, and must take reasonable steps to provide services and information, both orally and in writing, in appropriate languages other than English, in order to ensure that persons with limited English proficiency are effectively informed and can have meaningful access to programs, benefits, and activities.

Grantees must comply with Executive Order 13279, and its implementing regulations at 7 CFR Part 16 or 45 CFR Part 87, which provide that any organization that participates in programs funded by direct financial assistance from the U.S. Department of Agriculture or the U.S. Department of Health and Human Services must not, in providing services, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief.

2.4 NO GUARANTEE OF VOLUME, USAGE, OR COMPENSATION

DFPS makes no guarantee of volume, usage, or total compensation to be paid to any Respondent under any awarded Grant resulting from this Solicitation, any awarded Grant is subject to appropriations and the continuing availability of funds.

DFPS reserves the right to cancel, make partial award, or decline to award a Grant under this Solicitation at any time at its sole discretion.

There should be no expectation of additional or continued funding on the part of the Grant Recipient. Any additional funding or future funding may require submission of an application through a subsequent RFA.

ARTICLE 3. ADMINISTRATIVE INFORMATION

3.1 SCHEDULE OF EVENTS

EVENT	DATE/TIME
Solicitation Release Date	February 7, 2019
Deadline for Submitting Questions	February 21, 2019 at 5:00 p.m.
Responses to Questions will be posted by	March 8, 2019
Deadline for submission of Solicitation Responses [NOTE: Responses must be <u>RECEIVED</u> by HHSC by the deadline.]	April 11, 2019 at 2:00 p.m.
Anticipated Contract Start Date	September 1, 2019

Note: These dates are a tentative schedule of events. DFPS reserves the right to modify these dates at any time upon notice posted to the ESBD, HHSC, and Texas.gov eGrants websites. Any dates listed after the Solicitation Response deadline will occur at the discretion of DFPS and may occur earlier or later than scheduled without notification on the ESBD, HHSC, and Texas.gov eGrants websites.

3.2 CHANGES, AMENDMENT, OR MODIFICATION TO SOLICITATION

DFPS reserves the right to change, amend or modify any provision of this Solicitation, or to withdraw this Solicitation, at any time prior to award, if it is in the best interest of DFPS and will post such on the ESBD, HHSC, and Texas.gov eGrants websites. It is the responsibility of Respondent to periodically check the ESBD, HHSC, and Texas.gov eGrants websites to ensure full compliance with the requirements of this Solicitation.

3.3 IRREGULARITIES

Any irregularities or lack of clarity in this Solicitation should be brought to the attention of the Point of Contact listed in Section 3.4.1 as soon as possible so corrective addenda may be furnished to prospective Respondents.

3.4 INQUIRIES

3.4.1 Point of Contact

All requests, questions or other communication about this Solicitation shall be made in writing to the DFPS point of contact addressed to the person listed below. All communications between Respondents and other DFPS staff members concerning the Solicitation are strictly prohibited, unless noted elsewhere in this RFA.

Failure to comply with these requirements may result in disqualification of Respondent's Solicitation Response.

Name: Carolyn R. DeBoer, CTPM, CTCM
Title: Purchaser
Address: 1100 West 49th Street, Austin, TX 78756
Phone: 512-406-2447
Email: Carolyn.deboer@hhsc.state.tx.us

3.4.2 Prohibited Communications

All communications between Respondents and other DFPS staff members concerning the Solicitation may not be relied upon and respondent should send all questions or other communications to the point of contact. This restriction does not preclude discussions between affected parties for the purposes of conducting business unrelated to this Solicitation. **Failure to comply with these requirements may result in disqualification of Respondent's Solicitation Response.**

3.4.3 Questions

DFPS will allow written questions and requests for clarification of this Solicitation. Questions must be submitted in writing and sent by U.S. First class mail or email to

the point of contact listed in Section 3.4.1 above. Respondents' names will be removed from questions in any responses released. Questions shall be submitted in the following format. Submissions that deviate from this format may not be accepted:

- A. Identifying Solicitation number
- B. Section number
- C. Paragraph number
- D. Page number
- E. Text of passage being questioned
- F. Question

Note: Questions or other written requests for clarification must be received by the point of contact by the deadline set forth in Section 3.1, above. Please provide entity name, address, phone number; fax number, e-mail address, and name of contact person when submitting questions.

3.4.4 Clarification Request Made by Respondent

Respondents must notify the point of contact of any ambiguity, conflict, discrepancy, exclusionary specifications, omission or other error in the Solicitation in the manner and by the deadline for submitting questions.

3.4.5 Responses

Responses to questions or other written requests for clarification will be posted on the ESBD, HHSC, and Texas.gov eGrants websites. DFPS reserves the right to amend answers prior to the deadline of Solicitation Responses. Amended answers will be posted on the ESBD, HHSC, and Texas.gov eGrants websites. It is Respondent's responsibility to check the ESBD, HHSC, and Texas.gov eGrants websites for updated responses. DFPS also reserves the right to provide a single consolidated response of all similar questions in any manner at the sole discretion of DFPS.

3.5 SOLICITATION RESPONSE COMPOSITION

3.5.1 Generally

All Applications must be:

- A. Clearly legible;
- B. Sequentially page-numbered and include the respondents name at the top of each page;
- C. Organized in the sequence outlined in Article 9, Submission Checklist;
- D. In Arial font, size 12 or larger for normal text, no less than size 10 for tables, graphs, and appendices;
- E. Blank forms provided in the Attachments must be used (electronic reproduction of the forms is acceptable; however, all forms must be identical to the original form(s) provided); do not change the font used on forms provided;
- F. Correctly identified with the RFA number and submittal deadline;

- G. Responsive to all RFA requirements; and
- H. Signed by an authorized official in each place a signature is needed (copies must be signed but need not bear an original signature).

3.5.2 Submission in Separate Parts

- A. All Applications must be submitted in separate parts as follows:
 - 1. Administrative Information, including all exhibits;
 - 2. Narrative Proposal, including all exhibits;
 - 3. Cost proposal; and
 - 4. Required executed exhibits.
- B. Paper documents (i.e., the original and all hard copies) must be separated by parts. Electronic submissions must be separated by electronic medium used for submission (i.e., flash drive).
- C. The entire Solicitation Response—all separated paper documents and electronic copies—must then be submitted in one package to HHSC at the address listed in Section 3.4.1. The number of copies and directions for submitting an “Original” and “Copies” are outlined in Article 9.

3.6 SOLICITATION RESPONSE SUBMISSION AND DELIVERY

3.6.1 Deadline

Solicitation Responses must be received at the address in Section 3.4.1 time-stamped by DFPS no later than the date and time specified in Section 3.1.

3.6.2 Labeling

Solicitation Responses shall be placed in a sealed box and clearly labeled as follows:

<u>SOLICITATION NO:</u>	HHS0003326
<u>SOLICITATION NAME:</u>	DFPS Healthy Outcomes through Prevention and Early Support (HOPES I)
<u>RESPONSE DEADLINE:</u>	April 11, 2019 at 2:00 p.m.
<u>PURCHASER’S NAME:</u>	Carolyn R. DeBoer
<u>RESPONDENT’S NAME:</u>	_____

DFPS will not be held responsible for any Solicitation Response that is mishandled prior to receipt by DFPS. It is Respondent’s responsibility to mark appropriately and deliver the Solicitation Response to DFPS by the specified date and time.

3.6.2 Delivery

Respondent must deliver Solicitation Responses by one of the methods below to the address noted. Solicitation Responses submitted by any other method (e.g., facsimile, telephone, or email) will **NOT** be considered.

To be delivered by U.S. Postal Service, overnight or express mail, or hand delivery to:

U.S. Postal Service/Overnight/Express Mail/Hand Delivery
Health and Human Services Commission Procurement and Contracting Services Building ATTN: Response Coordinator 1100 W 49th. MC 2020 Austin, Texas 78756

Note: All Solicitation Responses become the property of HHSC after submission and will not be returned to Respondent.

3.6.3 Alterations, Modifications, and Withdrawals

Prior to the Solicitation submission deadline, a Respondent may: (1) withdraw its Solicitation Response by submitting a written request to the point of contact identified in Section 3.4.1; or (2) modify its Solicitation Response by submitting a written amendment to the point of contact identified in Section 3.4.1. DFPS may request Solicitation Response modifications at any time.

ARTICLE 4. SOLICITATION RESPONSE EVALUATION AND AWARD PROCESS

4.1 GENERALLY

Those Respondents making it through the initial review process will be invited to submit additional information and to participate in a negotiation process which will determine final selection. The specific dollar amount awarded to each successful Respondent will depend upon the merit and scope of the application and negotiations. Funded amounts may differ from those requested. Not all Respondents who are deemed eligible to receive funds are assured of receiving an award.

The final funding amount and the provisions of the contract will be determined at the sole discretion of DFPS.

4.2 ELIGIBILITY SCREENING

Applications will be reviewed for minimum qualifications and completeness. All complete applications meeting the minimum qualifications will move to the evaluation stage.

4.3 EVALUATION

DFPS will select Respondents to receive awards based on eligibility criteria, facility type, staffing requirements, service delivery, geographical distribution, scores, best value factors, and the best interest of the State.

Applications will be evaluated and scored in accordance with the factors required by the HOPES grant program and other factors deemed relevant by DFPS.

4.3.1 Specific Selection Criteria

Grant applications shall be evaluated based upon and using **Exhibit H, Evaluation Tool**:

A. Needs Assessment and Goals (15%)

1. Needs assessment demonstrates understanding of community and family characteristics, needs, challenges, and resources.
2. Needs assessment demonstrates specific need for services, supports, and systems for pregnant individuals/families with young children.
3. Needs assessment connects primary goals and objectives with potential impact and benefit to families.

B. Program Delivery (40%)

1. Proposal demonstrates understanding of and adequately justifies the selection of evidence-based or promising practice services and strategies.
2. Proposal demonstrates that all services, supports, and initiatives will address unique community and participant needs and characteristics.
3. Proposal plans for effective program outreach, client identification and recruitment, engagement and retention.
4. Proposal offers a clear and effective implementation plan for every stage of client engagement, from intake to service delivery to case closure.
5. Proposal adequately demonstrates that proposed staff will be able to meet the needs of the program and families.
6. Proposal adequately plans for and described infrastructure to support administrative, clinical, and reflective supervision.
7. Proposal adequately plans for and documents existing relationships or intent to build partnerships with local area service providers to benefit clients.
8. Proposal outlines and plans for integration of community initiatives, public awareness, and public education activities?

C. Respondent's Background and Experience (25%)

1. Proposal demonstrates appropriate agency infrastructure and support from key agency representatives.

2. Proposal demonstrates alignment between organization mission and project scope.
3. Proposal demonstrates relevant presence in and connection to the community proposed to be served.
4. Proposal demonstrates ability to appropriately manage sub-contractors including training, support, communication, and accountability.
5. Proposal details existing relationships or intent to build partnerships with local area service providers.

D. Financial Stability (10%)

1. Proposal demonstrates administrative ability and financial ability to oversee complex, high-cost contracts.
2. Respondent's financial statements demonstrate financial stability.

E. Reasonable Project Cost (10%)

1. Cost Proposal is reasonable, allowable and necessary for the successful performance of the project
2. Cost Proposal demonstrates an understanding regarding the intent of the funding.

4.3.2. Other Information

HHSC or DFPS may contact references provided in response to this Solicitation, contact Respondent's clients, or solicit information from any available source, including the Comptroller's Vendor Performance Tracking System.

4.4 FINAL SELECTION

After initial screening for eligibility, application completeness, and initial scoring of the elements listed above in Section 4.3.1, a selection committee will look at all eligible applicants to determine which proposals should be awarded in order to most effectively accomplish state priorities. The selection committee will recommend grant awards to be made to the DFPS Commissioner, who will make the final award approval.

DFPS will make all final funding decisions based on eligibility, geographic distribution across the state, state priorities, reasonableness, availability of funding, and cost-effectiveness.

4.5 NEGOTIATION AND AWARD

4.5.1 Negotiations

The specific dollar amount awarded to each successful Applicant will depend upon the merit and scope of the Application, the recommendation of the Selection Committee, the number of selected Applicants, and the decision of the DFPS Commissioner. Not all Applicants who are deemed eligible to receive funds are assured of receiving an award.

The negotiation phase will involve direct contact between the successful Applicant and DFPS representatives via phone and/or email. During negotiations, successful Applicants may expect:

1. An in-depth discussion of the submitted proposal and budget; and
2. Requests from DFPS for clarification or additional detail regarding submitted Application.

The final funding amount and the provisions of the contract will be determined at the sole discretion of DFPS staff.

4.5.2 Exceptions

Any exceptions to the requirements, terms, conditions, or certifications in the RFA or attachments, addendums, or revisions to the RFA or Uniform Terms and Conditions, sought by the Applicant must be specifically detailed in writing by the Applicant on **Exhibit I, Exception and Assumptions Form** in this proposal and submitted to DFPS for consideration. DFPS will accept or reject each proposed exception. DFPS will not consider exceptions submitted separately from the Applicant's proposal or at a later date.

4.5.3 Assumptions

Respondent must identify on **Exhibit I, Exceptions and Assumptions Form** any business, economic, legal, programmatic, or practical assumptions that underlie the respondent's response to the Solicitation. DFPS reserves the right to accept or reject any assumptions. All assumptions not expressly identified and incorporated into any contract resulting from this RFA are deemed rejected by DFPS.

4.6 QUESTIONS OR REQUESTS FOR CLARIFICATION BY DFPS

DFPS reserves the right to ask questions or request clarification from any Respondent at any time during the application process.

ARTICLE 5. REQUIRED RESPONDENT INFORMATION

5.1 ADMINISTRATIVE INFORMATION

Respondent must provide satisfactory evidence of its ability to manage and coordinate the types of activities described in this Solicitation and to produce the specified goods or services on time. As a part of the Solicitation Response requested in Article 3, Respondent must provide the following information:

5.1.1 Respondent Information (Face Page)

Use **Exhibit J, Respondent Information (Face Page)** to complete basic information about the respondent and project, including the signature of the authorized representative. The face page is the cover page of the proposal and must be completed in its entirety.

5.1.2 Governmental/Nonprofit Information

- A. Complete **Exhibit K, Governmental Entity** if Respondent is a governmental entity.
- B. Complete **Exhibit K-1, Nonprofit Entity** if Respondent is a nonprofit entity.

5.1.3 Administrative Information

Use **Exhibit L, Administrative Information** to provide information regarding identification and contract history of the respondent, executive management, project management, governing board members, and/or principal officers. Respond to each request for information or provide the required supplemental document behind this form. If responses require multiple pages, identify the supporting pages/documentation with the applicable request.

5.1.4 Internal Controls Structure Questionnaire (ICSQ)

Exhibit M, Internal Controls Structure Questionnaire (ICSQ) including all required attachments must be included in the response.

5.2 REFERENCES

Respondent shall provide a minimum of three (3) reference letters regarding similar contracts or projects performed, preferably for state and/or local government, within the last five (5) years. Attach to **Exhibit N, Program Narrative Response Template as Attachment N-IV**.

Reference letter shall include:

- Client name;
- Contract/project description;
- Total Dollar amount of contract/project;
- Key staff assigned to the referenced contract/project that will be designated for work under this Solicitation; and
- Client contract/project manager name, telephone number, fax number and email address.

5.3 MAJOR SUBCONTRACTOR INFORMATION

Respondent must identify any major subcontractors whom Respondent intends to utilize in performing fifteen percent (15%) or more of any contract. Respondent must indicate whether or not Respondent holds any financial interest in any major subcontractor. It may be required as a condition of award that an authorized officer or agent of each proposed major subcontractor sign a statement to the effect that the subcontractor has read, and will agree to abide by, Respondent's obligations under any contract awarded pursuant to this Solicitation. Provide this information in **Exhibit N, Program Narrative Response as Template Section C.7**.

5.4 LITIGATION AND CONTRACT HISTORY

Respondent must include in its Solicitation Response a complete disclosure of any alleged or significant contractual failures. In addition, Respondent must disclose any civil or criminal litigation or investigation over the last five (5) years that involves Respondent or in which Respondent has been judged guilty or liable including any allegations of such that are currently pending.

Respondent must also disclose any settlement agreements entered into in the last five (5) years related to alleged contractual failures. Failure to comply with the terms of this provision may disqualify Respondent. Solicitation Response may be rejected based upon Respondent's prior history with the State of Texas or with any other party that demonstrates, without limitation, unsatisfactory performance, adversarial or contentious demeanor, or significant failure(s) to meet contractual obligations.

Failure to comply with the terms of this provision may disqualify Respondent. Solicitation Response may be rejected based upon Respondent's prior history with the State of Texas or with any other party that demonstrates, without limitation, unsatisfactory performance, adversarial or contentious demeanor, or significant failure(s) to meet contractual obligations. Provide this information in **Exhibit L, Administrative Information #13.**

5.5 CONFLICTS

Respondent must certify that it does not have any personal or business interests that present a conflict of interest with respect to the RFA and any resulting contract. Additionally, if applicable, the respondent must disclose all potential conflicts of interest. The respondent must describe the measures it will take to ensure that there will be no actual conflict of interest and that its fairness, independence and objectivity will be maintained. DFPS will determine to what extent, if any, a potential conflict of interest can be mitigated and managed during the term of the contract. Failure to identify actual and potential conflicts of interest may result in disqualification of a Solicitation Response or termination of a contract.

Please include any activities of affiliated or parent organizations and individuals who may be assigned to this contract, if any. **Provide this information in Exhibit L, Administrative Information #3.**

Additionally, pursuant to Section 2252.908 of the Texas Government Code, a successful respondent awarded a contract greater than \$1 million dollars, or that requires an action or vote of the governing body, must submit a disclosure of interested parties to DFPS at the time the business entity submits the signed contract. Rules and filing instructions may be found on the Texas Ethics Commission's public website and additional instructions will be given by DFPS to successful respondents.

5.6 AFFIRMATIONS AND CERTIFICATIONS

Respondent must complete and return **Exhibit A, Affirmations and Solicitation Acceptance** and **Exhibit D, Federal Assurances and Certifications,** see **Article 9.**

5.7 CORPORATE GUARANTEE

If the respondent is substantially or wholly owned by another corporate (or other) entity, DFPS reserves the right to request that such entity unconditionally guarantee performance by the respondent in each and every term, covenant, and condition of the contract as executed by the parties.

ARTICLE 6. NARRATIVE PROPOSAL

6.1 NARRATIVE PROPOSAL

6.1.1 Executive Summary

Respondent will complete **Exhibit O, Executive Summary** attached to this RFA. Respondents will provide a high-level overview with a broad understanding of the Respondent's approach to meeting the RFA's business requirements. The summary must demonstrate an understanding of the goals and objectives of this solicitation. For this section, condense and highlight the content of the Application to provide DFPS with a broad understanding of the Respondent's approach to meeting the RFA's business requirements. The summary must clearly demonstrate an understanding of DFPS's goals and objectives for this procurement. The Respondent should address program goals and propose at least three objectives for the proposed program. Limit the Executive Summary to one page.

6.1.2 Program Narrative

Respondent will complete **Exhibit N, Program Narrative** attached to this RFA. Respondent will provide a detailed description of the proposed strategies and programmatic services they plan to provide and to whom along with intended results, and must support all the business activities and requirements described in this RFA. The detailed description must reflect a clear understanding of the work undertaken. Respondent will also include all documents requested as part of completing **Exhibit N** to demonstrate fulfilling Article 2 requirements. The Program Narrative should not exceed thirty (30) pages (excluding Attachments).

A. Community Needs Assessment

Applicants must include a community needs assessment that offers context for and supports proposed services and activities. This data-informed community needs assessment should offer a clear representation of the demographics and characteristics of the community.

The needs assessment may be informed by data obtained from multiple sources such as local schools, local child care centers, primary care providers including OB/GYN and pediatric practices, early childhood intervention providers, DFPS Data Books, etc. for the service area proposed.

The community needs assessment should:

1. Provide demographic information related to caregivers and families with children 0 to 5 years of age.
2. Describe community context, characteristics, and trends including challenges present in the primary county. This may include review and examination of rates of poverty, mental health trends, health disparities, substance use, teen pregnancy, resource availability and accessibility, equity issues, school performance, employment opportunities, child abuse and neglect trends, etc.
3. Review existing services and resources provided by city, county, nonprofits, or other entities in relation to community characteristics and population needs.
4. Describe how parents access services, resources, and supports in the primary county. Address whether there is a coordinated referral system and assess its utility.
5. Describe how the information and data demonstrate specific needs for services, supports, or systems to support pregnant individuals and families with young children.
6. If the Respondent proposes services that already exist in the primary county, indicate need for continuation, increase in or expansion of existing services.

B. Goals and Objectives

1. Program goals and objectives.
2. The population that will be impacted as well as how the goals and objectives of the program will benefit the intended population.

C. Services, Programs, and Approaches

Describe the Respondent's proposed processes and methodologies for providing all components of the project as described in this RFA including, but not limited to the following descriptions:

1. Review the selected evidence-based or promising practice approach(es) and strategies, describe selection based on the community needs assessment, and detail goodness of fit for the intended population(s).
 - a. If the Respondent is proposing to use more than one evidence-based or promising practice program, include a description for each.
 - b. Provide documentation to verify the status of the evidence-based or promising programs selected. Complete Evidence-Based Ranking Tool when necessary.
 - c. If the selected program(s) is (are) already available in the target county, explain reasons for increase or expansion.
2. Describe the Respondent's experience with the proposed model(s).

3. Describe how the identified support services to be provided to families were selected based on the community needs assessment and include the intended benefit to priority population(s).
4. Describe how any outreach and recruitment plans to connect with families were informed by the community needs assessment findings and why these strategies are expected to be successful. Detail any special recruitment efforts to address underserved populations and/or health disparities.
5. Describe how strategies to engage and retain families in the proposed program (e.g. the use of incentives, innovations, or best practices) to build rapport, create a sense of safety, and strengthen relationships with eligible participants were selected based on the needs assessment and why these strategies are expected to successfully support retention.
6. Describe access to services, barriers to providing services to the priority population(s) and strategies for addressing any barriers.
7. If respondent intends to subcontract any portion of services, describe how partners were selected to perform identified work and address how they will contribute to success of the project.

D. Community Initiatives and Systems

1. Describe the community-based coalition of community agencies, private entities and area residents/service participants and goals, including supporting family well-being and preventing child abuse and neglect.
2. Indicate whether the Respondent will create a new coalition or engage with an existing coalition. If Respondent is joining an existing community coalition, attach a Memorandum of Understanding (MOU) from the coalition. If the Respondent is creating a new early childhood coalition, attach Letters of Support from organizations that have agreed to participate in the coalition.
3. Describe any planned community awareness, education, and engagement activities to promote the importance of parent and child health and well-being and importance of early development.
4. Describe any other approaches to promote safe, stable, and nurturing family relationships and/or to increase the community's infrastructure around family support services and/or child abuse and neglect prevention.
5. What community entity will lead systems-level work? What relationships does this entity have with community stakeholders that will help ensure broad change and ongoing engagement with early childhood and family strengthening work?
6. What agency will be responsible for overseeing the collection and analysis of community-level data to inform community change? How did the community determine that the selected entity was the best fit for this project component?

E. Community Partnerships

1. Describe the presence the organization has in the community, to include information such as history of working in the community and role(s) (i.e. direct service delivery, advocacy, community advocacy, etc.).
2. Describe current community partnerships and support for the proposed programming and initiatives, as well as any planned efforts to enhance networks and connections to support service connections, service delivery, and family systems.
3. Provide at least one letter of support or copy of MOU identifying a healthcare organization or system the Respondent is currently in partnership with or will be in partnership with for the purpose(s) of enhancing service connections, service delivery, early childhood systems, and/or outcomes for children and families in the local community. **Attach to Exhibit N, Program Narrative Response Template as Attachment N-I.**
4. Provide letter or copy of MOU from other local organization(s) providing PEI-funded services that documents the Respondent's relationship with the organization, the ways in which both organizations will work together, and strategies to avoid duplication of efforts. **Attach to Exhibit N, Program Narrative Response Template as Attachment N-II.**

F. Respondent's Background and Experience

1. Describe organization vision/mission and discuss how these align with this project.
2. Provide a brief description of your organization's history, accomplishments, primary purpose and number of years in operation.
3. What role(s) - direct service, social change work, data management, fundraising, etc. - will your agency serve?
4. Explain how your organization's experience and accomplishments demonstrate your ability to provide the proposed services.
5. Describe the support from executive leadership for this project. What role would leadership have in ensuring the success of the project?
6. Describe organization experience providing administrative oversight for complex, high-cost contracts; describe the infrastructure in place that will ensure success.
7. Describe your organizational structure, include your advisory board of directors, list of all advisory councils or committees, the length of their existence and their function.
8. Provide a key staffing profile and resumes for staff who will be responsible for the performance of the services requested under this solicitation. Respondent must provide job descriptions, duties, and experience requirements (vacant or otherwise). **Attach to Exhibit N, Program Narrative Response Template as Attachment N-III.**

9. Provide three (3) reference letters as referenced in Section 5.2 **Attach to Exhibit N, Program Narrative Response Template as Attachment N-IV.**

6.1.3 Project Work Plan

- A. Respondent will complete **Exhibit P, Project Work Plan** attached to this RFA. Respondent will describe its plan for service delivery to the priority population in the proposed program service area for meeting all components described in Article 2. Respondent will also include all documents requested as part of completing **Exhibit P** to demonstrate fulfilling Article 2 requirements.
- B. Provide a timeline of activities for program start up. Include both coalition activities as well as direct service activities.

6.1.4 ICSQ

- A. Respondent will complete **Exhibit M, Internal Control Structure Questionnaire** attached to this RFA.
- B. The ICSQ document requires several attachments. The ICSQ is not considered complete without all of the required attachments.

ARTICLE 7. COST PROPOSAL

7.1 COST PROPOSAL

Cost information must not be included with the Respondent's information and business proposal. Respondent must submit **Exhibit Q, Cost Proposal** for the services listed in **Article 2, Scope of Work/Specifications**. The cost proposal provided is for the goods and/or services as specified in this Solicitation and shall include all labor, materials, tools, supplies, equipment, and personnel, including but not limited to, travel expenses, associated costs and incidental costs necessary to provide the products and services according to the minimum specifications, requirements, provisions, terms, and conditions set forth in this RFA.

The cost proposal shall indicate the necessary expenses on the proposed budget tab along with a narrative description of the methodology used to calculate the costs.

ARTICLE 8. GENERAL TERMS AND CONDITIONS

8.1 GENERAL CONDITIONS

8.1.1 Amendment

DFPS reserves the right to alter, amend or modify any provision of this Solicitation, or to withdraw this Solicitation, at any time prior to award, if it is in the best interest of the State.

8.1.2 Costs Incurred

Respondents understand that issuance of this Solicitation in no way constitutes a commitment by DFPS to award a contract or to pay any costs incurred by a Respondent in the preparation of a response to this Solicitation. DFPS is not liable for any costs incurred by a Respondent prior to issuance of or entering into a formal agreement, contract, or purchase order. Costs of developing Solicitation Responses, preparing for or participating in oral presentations and site visits, or any other similar expenses incurred by a Respondent are entirely the responsibility of the Respondent, and will not be reimbursed in any manner by the State of Texas.

8.1.3 Contract Responsibility

DFPS will look solely to Respondent for the performance of all contractual obligations that may result from an award based on this Solicitation. Respondent shall not be relieved of its obligations for any nonperformance by its contractors.

8.1.4 Public Information Act

Solicitation Responses are subject to the Texas Public Information Act (PIA), Texas Government Code Chapter 552, and may be disclosed to the public upon request. Subject to the PIA, certain information may be protected from public release. Respondents who wish to protect portions of the Solicitation Response from public disclosure should familiarize themselves with this law. Information pertaining to the Solicitation will be withheld or released only in accordance with the PIA.

8.1.5 News Releases

Prior to final award a respondent may not issue a press release or provide any information for public consumption regarding its participation in the procurement. Requests should be directed to the HHSC Point of Contact identified in Section 3.4.1.

8.1.6 Additional Information

By submitting a proposal, the Respondent grants HHSC or DFPS the right to obtain information from any lawful source regarding the respondent's and its directors', officers', and employees': (1) past business history, practices, and conduct; (2) ability to supply the goods and services; and (3) ability to comply with contract requirements. By submitting a proposal, a Respondent generally releases from liability and waives all claims against any party providing HHSC or DFPS information about the Respondent. HHSC and DFPS may take such information into consideration in evaluating proposals.

8.1.7 DFPS Terms and Conditions

Respondent agrees to comply with **Exhibit B, DFPS Grant Uniform Terms & Conditions** and **Exhibit C, DFPS Grant Supplemental & Special Conditions**. Any terms and conditions attached to a Solicitation Response will not be considered unless specifically referred to in the Solicitation Response.

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ARTICLE 9. **SUBMISSION CHECKLIST**

This checklist is provided for Respondent's convenience only and identifies documents that must be submitted with this Solicitation in order to be considered responsive. Any Solicitation Response received without these requisite documents may be deemed nonresponsive and may not be considered for contract award.

A. Original Solicitation Response Package

The Solicitation package must include the "Original" Solicitation Response in **hard-copy** consisting of the four (4) parts described in detail below, each under separate cover but packaged together and clearly labeled "Original" on each.

1. Administrative Information (Exhibits J through M)
 - a. Exhibit J: Respondent Information (Face Page) (Section 5.1.1) _____
 - b. Exhibit K: Governmental Entity (if applicable) (Section 5.1.2) _____
 - c. Exhibit K-1: Nonprofit Entity (if applicable) (Section 5.1.2) _____
 - d. Exhibit L: Administrative Information (Section 5.1.3) _____
 - e. Exhibit M: Internal Controls Structure Questionnaire (ICSQ) for Cost Reimbursement Contracts (Sections 5.1.4 and 6.1.4) _____
2. Narrative Proposal (Exhibits N through P)
 - a. Exhibit N: Program Narrative Template (Sections 5.2 and 6.1.2) _____
 - b. Exhibit O: Executive Summary (Section 6.1.1) _____
 - c. Exhibit P: Project Work Plan (Section 6.1.3) _____
3. Exhibit Q: Cost Proposal (Form 2030 PEI) (Section 7.1) _____
4. Executed Exhibits
 - a. Exhibit A: Affirmations and Solicitation Acceptance (Sections 1.1 and 5.6) _____
 - b. Exhibit D: Federal Assurances and Certification (Section 5.6) _____
 - c. Exhibit I: Exceptions and Assumptions Form (Sections 4.5.2 and 4.5.3) _____

B. Copies of Solicitation Response Package

Respondent will provide the following number of **electronic** copies (all clearly labeled as "copy") in addition to the hard-copy "Original" Solicitation Response. Electronic copies must be submitted on a USB Drive and separated by folders.

1. 1 Electronic copy of Administrative Information in searchable PDF on individual USB Drive.
2. 1 Electronic copy of Narrative Proposal in searchable PDF on individual USB Drive.
3. 1 Electronic copy of Cost Proposal in Excel format with active formulas.
4. 1 Electronic copy of executed exhibits.

The term “contract” means the contract awarded as a result of this RFA and all exhibits listed below; the RFA and any amendments or modifications issued in conjunction with this RFA; and the response to this solicitation.







Exhibit A	Affirmations and Solicitation Acceptance, v.1.3 <u>Sections 1.1 and 5.6</u>	 Exhibit A -Affirmations and Sc
Exhibit B	DFPS Grant Uniform Terms & Conditions, N502 Form-5645G <u>Sections 1.2 and 8.1.7</u>	 Exhibit B- DFPS Grant Uniform UTC :
Exhibit C	DFPS Grant Supplemental & Special Conditions, N502 Form-5622G <u>Sections 1.2 and 8.1.7</u>	 Exhibit C-DFPS Supplemental Revisi
Exhibit D	Federal Assurances and Certification <u>Sections 1.2 and 5.6</u>	 Exhibit D- FEDERALLY REQUIRE
Exhibit E	Glossary <u>Section 1.2</u>	 Exhibit E Glossary.docx
Exhibit F	DFPS Map of HOPES Counties <u>Section 2.1.3</u>	 Exhibit F- DFPS Map of HOPES Cour













Exhibit G	PEIRS Forms <u>Section 4.3.1</u>	 Exhibit G- PEIRS Forms.pdf
Exhibit H	Evaluation Tool <u>Section 4.3.1</u>	 Exhibit H HOPES Score Evaluation Tool
Exhibit I	Exceptions and Assumptions Form <u>Sections 4.5.2 and 4.5.3</u>	 Exhibit I- Exceptions and Assu
Exhibit J	Respondent Information (Face Page) <u>Section 5.1.1</u>	 Exhibit J- Respondent Informa
Exhibit K	Governmental Entity <u>Section 5.1.2</u>	 Exhibit K- GOVERNMENTAL EN
Exhibit K-1	Nonprofit Entity <u>Section 5.1.2</u>	 Exhibit K-1- NONPROFIT ENTITY.c
Exhibit L	Administrative Information <u>Section 5.1.3, Section 5.4,</u> <u>Section 5.5</u>	 Exhibit L- ADMINISTRATIVE INF
Exhibit M	Internal Control Structure Questionnaire (ICSQ) for Cost Reimbursement Contracts <u>Section 6.1.4</u>	 Exhibit M- ICSQ_9007CR.DOC

Exhibit N	Program Narrative Template <u>Section 5.2. Section 5.3,</u> <u>Section 6.1.2</u>	 Exhibit N- Program Narrative Response
Exhibit O	Executive Summary <u>Section 6.1</u>	 Exhibit O- EXECUTIVE SUMMAF
Exhibit P	Project Work Plan <u>Section 6.1.3</u>	 Exhibit P- Project Work Plan.doc
Exhibit Q	Cost Proposal (Form 2030 PEI) <u>Section 7.1</u>	 Exhibit Q- Cost Proposal HOPES - 2C